

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 206

Alexandria, VA

1 February 2004

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 February 2004 unless otherwise indicated.

J. P. MCLAURIN
Deputy Assistant Secretary of
the Army (MPP)

THOMAS F. FISHER
Acting Director of Personnel
Management

ANITA BLAIR
Deputy Assistant Secretary
of the Navy (Personnel Programs)

NICHOLAS A. PRAHL
RADM, NOAA
Deputy Director, NOAA Corps

KELLY A. CRAVEN
Deputy Assistant Secretary
of the Air Force (FMP)

DENISE CANTON
CAPT, USPHS
Acting Director
Division of Commissioned Personnel

This change includes all material written in MAP Items 49-03(E); 50-03(E); 52-03(E) and 62-03(E) and military editorials U03067 and U03068. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 205 cover page.

BRIEF OF REVISION

These are the major changes made by Change 206:

U3125-A; U3125-B. Clarifies OMB policy for class of service in a two cabin aircraft.

U3125-B5b. Revises language to clarify that a traveler who uses first-class air accommodations, although eligible for only coach-class, must pay the difference rather than paying just the next lower-class of accommodations (premium other than first-class).

U3145-C; Appendix E. Updates City Pair FAQ #5 and corrects City Pair FAQ #12.

U5630-B, item 15; Table U5G-1 and Table U5G-2. Increases the DLA rates effective 1 January 2004 based on the average monthly basic pay increase of 4.1%.

U7200-B3. Explains that COT leave travel cannot be taken with any other leave program or travel entitlement.

Appendix U. Authorizes R&R leave all the way to the airport nearest the leave location for members and employees supporting ENDURING FREEDOM and IRAQI FREEDOM in Afghanistan, Bahrain, Djibouti, Iraq, Jordan, Kuwait, Kyrgyzstan, Oman, Pakistan, Qatar, Saudi Arabia, Tajikistan, Uzbekistan, United Arab Emirates, and Yemen.

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

Following is a list of sheets in force in Volume 1, Joint Federal Travel Regulations, which are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. See "How to Get the JFTR" in the Introduction. Single sheets are not available.

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
176	i	191	U3E-3	186	U5-ix	180	U5D-21	168	U6-i
206	iii	201	U3F-1	203	U5-xi	205	U5D-23	177	U6-iii
206	v	201	U3F-3	203	U5-xiii	204	U5D-25	179	U6A-1
202	vii	189	U3G-1	199	U5A-1	204	U5D-27	205	U6A-3
202	ix	196	U4-i	205	U5A-3	204	U5D-29	179	U6A-5
202	xi	200	U4-iii	203	U5A-5	204	U5D-31	199	U6A-7
205	U-i	196	U4-v	204	U5B-1	204	U5D-33	199	U6A-9
205	U-iii	202	U4-vii	204	U5B-3	204	U5D-35	199	U6A-10-1
202	U1-i	194	U4A-1	197	U5B-5	204	U5D-37	166	U6A-11
203	U1A-1	205	U4B-1	197	U5B-7	204	U5D-39	166	U6A-13
203	U1A-3	205	U4B-3	200	U5B-9	205	U5D-41	193	U6A-15
203	U1A-5	205	U4B-5	192	U5B-11	204	U5D-43	174	U6A-17
193	U1B-1	205	U4B-7	192	U5B-13	204	U5D-45	174	U6A-18-1
183	U2-i	205	U4B-9	192	U5B-15	204	U5D-47	177	U6A-19
180	U2-iii	205	U4B-10-1	205	U5B-17	192	U5E1-1	166	U6A-21
204	U2A-1	204	U4B-11	195	U5C-1	204	U5E1-3	205	U6B-1
193	U2B-1	204	U4B-13	204	U5C-3	196	U5E1-5	166	U6B-3
203	U2B-3	204	U4B-15	204	U5C-5	196	U5E1-7	193	U6B-5
191	U2C-1	204	U4B-17	187	U5C-7	204	U5E1-9	193	U6B-7
191	U2C-3	204	U4B-19	181	U5C-9	199	U5E1-11	173	U6B-9
202	U2D-1	204	U4B-21	176	U5C-11	199	U5E2-1	173	U6B-11
176	U2E-1	198	U4C-1	174	U5C-13	199	U5E2-3	193	U6B-13
186	U2F-1	200	U4C-3	195	U5C-15	199	U5E2-5	173	U6B-15
192	U2G-1	204	U4C-5	191	U5C-17	199	U5E2-7	177	U6B-17
201	U2G-3	204	U4C-7	199	U5C-19	203	U5F-1	173	U6B-19
193	U2G-5	204	U4C-9	199	U5C-21	203	U5F-3	198	U7-i
203	U2H-1	194	U4C-11	199	U5C-23	203	U5F-5	201	U7-iii
188	U3-i	196	U4D-1	199	U5C-25	203	U5F-7	198	U7-v
201	U3-iii	198	U4D-3	199	U5C-26-1	203	U5F-9	198	U7-vii
184	U3A-1	193	U4E-1	198	U5C-27	203	U5F-11	199	U7-ix
184	U3A-3	205	U4F-1	198	U5C-29	190	U5G-1	157	U7A-1
196	U3B-1	203	U4F-3	198	U5C-31	199	U5G-3	184	U7B-1
206	U3B-3	205	U4F-5	198	U5C-33	206	U5G-5	189	U7C-1
206	U3B-4-1	169	U4G-1	205	U5C-35	206	U5G-7	168	U7D-1
206	U3B-5	201	U4H-1	201	U5D-1	185	U5G-9	168	U7E-1
206	U3B-7	159	U4H-3	195	U5D-3	199	U5H-1	195	U7F1-1
202	U3B-9	200	U4H-5	188	U5D-5	203	U5H-3	157	U7F2-1
204	U3B-11	200	U4H-7	190	U5D-7	204	U5H-5	199	U7F3-1
206	U3B-13	204	U4I-1	200	U5D-9	185	U5H-7	201	U7G-1
206	U3B-15	142	U4I-3	174	U5D-11	184	U5I-1	195	U7G-3
206	U3B-17	202	U4J-1	205	U5D-13	203	U5J-1	199	U7G-5
187	U3C-1	195	U5-i	205	U5D-14-1	200	U5J-3	205	U7G-7
185	U3D-1	191	U5-iii	194	U5D-15	183	U5J-5	183	U7G-9
184	U3D-3	205	U5-v	194	U5D-17	183	U5J-7	154	U7G-11
204	U3E-1	205	U5-vii	164	U5D-19	203	U5J-9	206	U7H-1

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
206	U7H-3	164	U9B2-5	206	E-15	176	P-1		
202	U7H-5	198	U9C-1	202	F-1	196	Q-1		
205	U7H-7	198	U9C-3	201	F-3	196	Q-3		
198	U7H-9	202	U9C-5	176	G-1	196	Q-5		
157	U7I-1	188	U9C-7	176	H-1	173	R-1		
202	U7J-1	204	U9C-9	176	I-1	204	S-1		
202	U7J-3	204	U9C-11	192	J-1	204	S-3		
205	U7K-1	188	U9C-13	192	J-3	178	T-1		
168	U7L-1	188	U9C-15	192	J-5	178	T-3		
168	U7M-1	188	U9C-17	181	K-1	206	U-1		
184	U7N-1	188	U9C-19	181	K-3	206	U-3		
184	U7O-1	190	U9D-1	181	K-5	193	i-1		
184	U7P-1	201	U9D-3	181	K-7				
185	U7Q-1	183	A-1	181	K-9				
168	U7R-1	203	A-3	181	K-11				
185	U7S-1	174	A-5	181	K-13				
160	U7T-1	172	A-7	181	K-15				
168	U7U-1	204	A-9	196	K-17				
195	U7V-1	205	A-11	198	L-1				
193	U7W-1	192	A-13	193	L-3				
161	U7X-1	199	A-15	195	L-5				
192	U7Y-1	193	A-17	199	L-7				
199	U7Z1-1	193	A-18-1	200	L-9				
199	U7Z2-1	177	A-19	198	M-1				
204	U8-i	204	A-21	168	N-1				
185	U8-1	203	A-23	168	N-3				
204	U8-3	203	A-25	202	N-5				
186	U8-5	200	A-27	203	O-1				
186	U8-7	199	A-29	199	O-3				
199	U9-i	174	B-1	205	O-5				
200	U9-iii	138	C-1	204	O-7				
172	U9A-1	174	D-1	205	O-9				
199	U9B1-1	199	E-1	203	O-11				
199	U9B1-3	199	E-3	203	O-13				
202	U9B1-5	203	E-5	192	O-15				
202	U9B1-7	199	E-7	194	O-17				
203	U9B1-9	199	E-9	200	O-19				
202	U9B1-11	199	E-10-1	205	O-21				
188	U9B2-1	205	E-11	196	O-23				
183	U9B2-3	206	E-13	192	O-25				

F. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus and streetcar fares) incurred in the performance of duty is allowable as authorized in Part E.

U3115 NOT USED

U3120 ARRANGING OFFICIAL TRAVEL

A. CTO Use

1. Mandatory Policy. It is **mandatory policy** that Uniformed Service members use available CTOs to arrange official travel, including transportation and rental cars, except when authorized in accordance with par. U3110.
2. Service Regulations. See Service regulations for CTO use information.
3. Failure to Follow Regulations
 - a. Commands/units are expected to take appropriate disciplinary action when members and/or authorizing/order-issuing officials fail to follow the regulations concerning CTO use (see par. U1055).
 - b. Disciplinary action should be for **willful** violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate means. Action must **not** be through refusal to reimburse. See par. U3120-A4 below for exceptions when reimbursement is **not** allowed.
4. Reimbursement Not Allowed. Reimbursement **shall not be allowed** when the member does not follow the regulations for foreign flag carriers (see par. U3125-C5) and directed transoceanic transportation (see pars. U3110-A **NOTE**, and U5108-A).

B. Requirements

1. When making travel arrangements, travelers should use the following:
 - a. a CTO (see Appendix A),
 - b. in-house travel offices, or
 - c. General Services Administration (GSA) Travel Management Centers (TMCs).
2. All travel arrangements must be made in accordance with:
 - a. DoDD 4500.9 (Transportation and Traffic Management) at <http://web7.whs.osd.mil/dodiss/directives/dir2.html>;
 - b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at <http://web7.whs.osd.mil/dodiss/instructions/ins2.html>; and
 - c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft shall **not** be authorized or approved unless the conditions in par. U3125-C or U3130-F are met.

D. Transportation Reimbursement

1. CTO Available. When a CTO is available but the traveler arranges transportation through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO.

2. CTO Not Available. When the authorizing/order-issuing official certifies that a CTO was/is not available to arrange transportation, reimbursement is paid for the actual cost of the authorized or approved transportation NTE the least expensive unrestricted commercial coach fare that meets mission requirements.

U3125 COMMERCIAL AIR TRANSPORTATION

*A. General. Travel by common carrier air transportation is generally the most cost efficient and expeditious way to travel. *Arrangement of official transportation through an available CTO is mandatory.* See par. U3110 for reimbursement for personally procured transportation (whether properly or improperly personally arranged) in lieu of using Government or Government-procured transportation under this Part.

*B. Class of Service

1. General. Government policy is that:

- a. members and/or dependents must use coach-class airline accommodations for all official business travel;
- b. commands and members and/or dependents should determine travel requirements in sufficient time to use coach-class accommodations;
- c. first-class accommodations may be used only as permitted in par. U3125-B3;
- d. premium-class other than first-class (e.g., business class) accommodations may be used only as permitted in par. U3125-B4;
- e. authorization for any premium-class accommodations use should be made in advance of the travel unless extenuating/emergency circumstances make advance authorization impossible. In these cases, the member must obtain written approval from the appropriate authority as soon as possible after the travel;
- f. less than minimum standards may be authorized as permitted in par. U3100; and
- g. *when an airline flight has only two classes of service, the higher class of service, regardless of the term used, is "first class." A member and/or dependent must use the 'least expensive unrestricted fare' if available, in the 'back' (economy) cabin of a two-cabin aircraft or the member and/or dependent must qualify for a first class seat in the 'front' (first-class cabin) of the two-cabin aircraft. **NOTE:** Some airlines have only restricted fares in the 'economy' cabin of two-cabin aircraft. If that is the case, a restricted fare in the 'economy' cabin must be used unless the member (and/or the dependent) qualifies for a first-class seat in the front cabin.*

2. Officials Who May Authorize/Approve Premium-class Air Accommodations Use

- a. First-class. The officials listed below may authorize/approve first-class air accommodations use by members in their departments if the criteria in par. U3125-B3 are met. This authority may be re-delegated; however, delegation or re-delegation must be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances necessitating the first-class accommodations.
 1. Department of Defense, see DoDD 4500.9 (Transportation and Traffic Management);
 2. The Secretary of Health and Human Services;
 3. The Director, USNOAA Corps; and
 4. The Secretary or Deputy Secretary of Homeland Security.
- b. Premium-class other than First-class. In addition to the officials with authority to authorize/approve first-class air accommodations as detailed in par. U3125-B2a, Service regulations (see par. U1010-B2) must prescribe who may authorize/approve premium-class other than first-class air accommodations,

except for travel using Coast Guard funds. Only the Commandant/Vice Commandant of the Coast Guard may authorize/approve premium-class other than first-class air accommodations use. Each Combatant Command Deputy Commander is the authority for authorizing/approving use of premium-class other than first-class accommodations for members assigned to Combatant Commands (per JCS memo 27 September 2002) and the Director, Joint Staff is the authority for the Joint Staff.

3. First-class Air Use. (OMB Bulletin 93-11, April 19, 1993) First-class air accommodations may be authorized/approved only when necessary because:

a. lower class accommodations are not reasonably available. In par. U3125-B, reasonably available means that accommodations, other than first-class, are available on an airline scheduled to leave within 24 hours of the member's proposed departure time, and scheduled to arrive within 24 hours of the member's

proposed arrival time. Reasonably available does not include a scheduled arrival time later than the member's required reporting time at a duty site, or a scheduled departure time earlier than the time the member is scheduled to complete duty.

b. a traveler is so handicapped or otherwise physically impaired that other accommodations cannot be used. Determination of this condition must be substantiated by competent medical authority. First-class accommodations use also may be authorized/approved for an attendant, who is authorized under pars. U7250-B and U7251-B, to accompany an attended traveler when the attended traveler is authorized first-class accommodations use and requires the attendant's service en route.

c. of exceptional security requirements. Examples are:

(1) a member whose use of other than first-class accommodations would entail danger to the member's life or Government property;

(2) agents of protective details accompanying individuals authorized to use first-class accommodations; and

(3) couriers and control officers accompanying controlled pouches or packages and a lower premium class is not available.

NOTE: *First-class accommodations may be used without authorization/approval only in two circumstances:*

a. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations. When this is the case, the transportation officer/agent must make an appropriate entry on the travel order or other travel-related document as appropriate.

b. When a non-Federal source makes full payment for the transportation services in advance of travel (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics_regulation/index.html or service regulations for the non-DoD Services.)

4. Business-class Transportation Accommodations Use. Business-class transportation accommodations use may be authorized/approved only when:

a. Regularly scheduled flights between the authorized origin and destination points (including connection points) provide only premium-class accommodations, and the member certifies this circumstance on the travel voucher.

b. Space is not available in coach-class accommodations on any scheduled flight in time to accomplish the purpose of the official travel, which is so urgent it cannot be postponed.

c. Necessary to accommodate a traveler's disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. Premium-class other than first-class accommodations use also may be authorized for an attendant, who is authorized under pars. U7250-D and U7251-B to accompany the attended traveler when that traveler is authorized premium-class other than first-class accommodations use and requires the attendant's service en route.

d. The accommodations are required for security purposes or because exceptional circumstances, as determined in accordance with Service regulations, make their use essential to the successful performance of the mission.

e. Coach-class accommodations on foreign carriers do not provide adequate sanitation or meet health standards and foreign flag carrier service use is authorized/approved in accordance with the Fly America Act. (see par. U3125-C for rules governing U.S. flag carrier use.)

f. The accommodations would result in an overall savings to the Government based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that

would be incurred while awaiting coach-class accommodations.

g. The traveler's transportation is paid for in full by a non-Federal source in accordance with the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html or appropriate service regulations for the non-DoD Services.

h. travel is between authorized origin and destination points (one of which is OCONUS) and the scheduled flight time (including airport stopovers and plane changes) is in excess of 14 hours. A traveler is disqualified from using business-class accommodations at Government expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized, or (c) an overnight rest period occurs at the TDY location before beginning work. ***Use of business-class accommodations must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. Authorizing/order-issuing officials must consider each request for business-class service individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. (See par. U4325 Scheduling Travel and NOTE 1 in par. U4326 on rest periods).***

NOTES:

(1) If business-class seating is provided at Government expense, the member is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at Government expense.

(2) Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.

(3) On TDY travel, the 14-hour rule (in par. U3125-B4h above) only applies en route to the TDY site. On a return flight to the PDS, a business-class transportation authorization should not be provided.

(4) When business-class accommodations are authorized/approved, use of business-class fares provided under the Contract City Pair Program is mandatory.

NOTE: When use of premium-class other than first-class (e.g., business-class) accommodations is authorized/approved, use of business-class fares provided under the Contract City Pair Program is mandatory.

5. Documentation Requirements

a. Orders. Authorization for premium-class air accommodations use should be made in advance of travel unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the member must obtain written approval from the appropriate authority at the earliest possible time. When a travel order authorizes premium-class air accommodations (by including the authority and authorization source (memo/letter/message/etc., including date and signatory position for first-class accommodations)), the specific condition met in par. U3125-B3 or U3125-B4 must be annotated on the order and appropriate Government transportation documents must be annotated with the same information. When a travel order does not contain authority for premium-class air accommodations use and no other class of service is available, a transportation document may be issued for premium-class service when the document-issuing official annotates the document in accordance with transportation procedural guidance that tickets for premium-class air accommodations were issued as only premium-class service was available between authorized origin and destination points.

*b. Travel Voucher. The member must certify on the travel voucher the reason for the premium-class accommodations use. Specific authorization/approval, including which of the specific conditions was met, must be attached to, or stated on, the travel voucher and kept as part of the record. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only premium-class accommodations, the member must certify these circumstances on the voucher. In the absence of specific authorization/approval, the member is financially responsible for all additional costs

resulting from premium-class air accommodations use. Additional costs are the difference between the cost of the premium-class transportation used and the transportation class for which the member was eligible.

C. U.S. Flag Air Carrier (Certificated Air Carrier) Use

1. Requirements. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). Except as provided in par. U3125-C3, U.S. flag air carrier service is available if:

- a. the carrier performs the commercial foreign air transportation required, and
- b. the service accomplishes the mission, even though:
 - (1) a comparable/different kind of service by a noncertificated air carrier costs less,
 - (2) noncertificated air carrier service is preferred by the service/traveler,
 - (3) noncertificated air carrier service is more convenient for the service/traveler, or
 - (4) the only U.S. flag air carrier service available between points in the CONUS or non-foreign OCONUS area and foreign OCONUS points (49 U.S.C. §40102) requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non-work period not to exceed 24 hours, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen. 629 (1977)).

2. Exceptions. When one of the following exceptions exists, U.S. flag air carrier service is not available.

- a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.
- b. No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service.
- c. A U.S. flag air carrier involuntarily reroutes a traveler's travel on a foreign air carrier; (if the traveler is given a choice as to substitute service, a U.S. flag air carrier should be selected if it does not unduly delay the travel) (59 Comp. Gen. 223 (1980)).
- d. Foreign air carrier service would be three hours or less, and U.S. flag air carrier use would at least double en route travel time.
- e. Foreign air transportation is paid fully directly, or later reimbursed by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. (B-138942, March 31, 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: See Security Assistance Management Manual, Chapter 2, par. 20202-C3e of the DoD 5105.38-M, when travel is on Security Assistance Business.***
- f. If a U.S. flag air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S. flag air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 hours or more.
- g. If a U.S. flag air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, U.S. flag air carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:

- (1) increase the number of foreign OCONUS aircraft changes made by 2 or more; or

- (2) extend travel time by at least 6 hours or more; or
 - (3) require a connecting time of 4 hours or more at a foreign OCONUS interchange point.
- h. The order-issuing official determines that a U.S. flag air carrier cannot provide the needed air transportation, or cannot accomplish the mission.
- i. Foreign air carrier use is necessary for medical reasons, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).
- j. Foreign air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats). ***NOTE: Approval based on an unreasonable safety risk must be in writing on a case by case basis. Determination and authorization/approval of foreign air carrier use based on a threat against a U.S. flag air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the Department of State. Determination and authorization/approval of foreign air carrier use based on a threat against Government employees or other travelers must be supported by evidence of the threat(s) that forms the basis of the determination and authorization/approval.***
- k. Only first class accommodations can be furnished by a U.S. flag air carrier but less than first class accommodations are available on a foreign air carrier (60 Comp. Gen. 34 (1980)).
- l. The total delay, including delay in initiation of travel from a TDY point, in en route travel and additional time at the TDY station before the traveler can proceed with assigned duties, involves more than 48 hours per diem costs in excess of per diem that would be incurred if noncertificated service was used (56 Comp. Gen. 216 (1977)).
- m. The only U.S. flag air carrier service between foreign OCONUS points requires boarding/leaving the carrier between the hours of midnight and 6 a.m., or travel spanning those hours, and a noncertificated carrier is available which does not require travel at those hours (the traveler may travel by noncertificated carrier to the nearest practicable interchange point on a usually traveled route to connect with a U.S. flag air carrier) (56 Comp. Gen. 629 (1977)).
- n. The traveler's transportation is paid for in full by a non-Federal source in accordance with the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html or service regulations for non-DoD Services.
3. Nonavailability Documentation. When the order-issuing official determines U.S. flag air carriers are unavailable, commercial foreign air transportation on a noncertificated air carrier may be authorized/approved. Documentation explaining why U.S. flag air carrier service is not available must be provided to the traveler. Endorsements on the travel orders and/or Government travel procurement document, made in accordance with Service regulations, are acceptable. The documentation should include the name of traveler, foreign flag vessel(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing/approving official's title, organization and signature.
4. Air Travel Schedule Selection
- a. General. Schedules maximizing U.S. flag air carrier use must be selected. Schedule selection is made using the following guidelines:
- (1) when U.S. flag air carrier service is available at the point of origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S. flag air carrier must be used;
 - (2) when U.S. flag air carrier service is not available at origin or an interchange point, noncertificated air carrier service should be used only from point of origin to the nearest practicable interchange point on a usually traveled route, between origin and destination, to connect with a U.S. flag air carrier;

the airline can limit the number of seats offered under the restricted, or “_CA” fare basis (this is also referred to as “capacity control”). The unrestricted fare, or “YCA”, has a last seat on the aircraft availability to the traveler. Neither fare basis requires advance purchase and has no minimum nor maximum stay requirements, travel time limits, or blackout periods. The restricted fare is, in many cases, significantly less than the unrestricted fare. DoD travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining a restricted GSA Airline City Pairs fare on the routes that offer the dual fare structure. Local commercial ticket offices can provide information on what routes offer dual fares.

3. **Government contractors** are not authorized use of GSA Airline City Pairs fares.

4. **Exception to the Use of Contract Carriers:** One or more of the following travel conditions, which must be certified on the travel order, travel voucher, or other document provided by the traveler or agency-approved authorizing official, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

a. Space or a scheduled contract flight (including a confirmed pet space (see **NOTE**)) is not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip.

NOTE: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City Pairs fares, the traveler and not the Government is responsible for costs exceeding the most economical travel routing.

b. The contractor’s flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours.

c. A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. **NOTE: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is limited to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), contractor issued charge cards, or through a centrally billed account, e.g., YDG, MDG, QDG, VDG, and similar fares.**

d. Rail service is available and that service is cost effective and consistent with mission requirements.

e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft is not acceptable to the traveler.

B. Scheduled Air Carriers (DoD 4500.9-R, Part L Chap. 103, par. B2)

1. Contract air service between city-pairs (city-pair) shall be used for all domestic travel, and for international travel when AMC Category B/Patriot Express is not available or does not meet the mission requirement. **If a contract city-pair fare is not available**, the least expensive unrestricted fare (including a lower fare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar fares) should be used. However, the authorizing/order-issuing official retains the authority to authorize a lesser fare and the traveler retains the ability to seek a lesser fare.

2. **Government contractor personnel are prohibited from using Government discount fares provided in the Contract City-Pair Program when purchasing commercial airline tickets.**

C. Frequently Asked Questions about Using the Contract City-Pair Program

1. **How does the program work?**

First, GSA concentrates the Government's market share to make the most of the competition available. The Government traveler's responsibility is to use the contract carrier. The Government's delivery of market share drives the program. So, to ensure the fares stay favorable, we encourage Federal travelers to stick to the contract carrier.

Second, GSA works with other Government agencies to make sure that the Federal traveler's needs and concerns are fully met. This ensures that you have a good choice of convenient and timely flights.

Third, GSA works in partnership with the airline industry and respects their concerns. For example, because the fares are so attractive, the airlines insist that only Federal employees traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the Government rates. GSA understands and accepts this in order to bring you, the Federal Traveler, the Best Value in the Sky.

2. What are the advantages of the program?

- No advance purchases required,
- No minimum or maximum length of stay required,
- Fully refundable tickets and no charge for cancellations or changes,
- YCA seating not capacity controlled, (As long as there is a coach class seat on the plane, the traveler may purchase it),
- No blackout dates,
- Locked-in fares facilitate travel budgeting,
- 70% average savings over regular walk-up fares, and
- Fares are priced on one-way routes permitting agencies to plan multiple destinations.

3. Who can use it?

The City-Pair Program is so attractive that usage is strictly limited. There are a few exceptions, but in general, only Federal or military employees on official travel, may use the program with an appropriate form of payment (Government travel charge card or centrally-billed account or GTR).

4. Why can't contractors use it? It would save the government a lot of money!

GSA recognizes that contractors often sit next to Federal employees, work on the same projects as Federal employees, and travel with Federal employees. However, contractors are not Federal employees. All of the major airlines have made it clear to GSA that because the contract rates are so low and the terms so favorable, the airlines would drop out of the city pair program rather than extend the contract rates to contractors. GSA has made the business decision not to jeopardize the program nor the \$2 billion savings it generates for taxpayers. ***GSA cautions agencies that the purchase of contract fare tickets on behalf of Government contractors is a misuse of the city pair program and could jeopardize its future success.***

*5. Do I have to use the contract carrier? Won't any airline do?

Federal and military travelers on official business are required to use the contract carrier unless a specific exception applies. This required use is the incentive necessary to obtain airline participation in the city-pair program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract.

Commercial airfares can be highly volatile, so an exception to the mandatory use requirement allows government travelers to take advantage of any low commercial fares offered by non-contract carriers, if the fares are also offered to the general public. Non-contract fares that are offered only to government travelers (sometimes called "DG" fares) are not included in this exception. Also, if the contract carrier for the particular market offers the lower fare, you still must use them, but at the lower fare. Travelers that use this exception would have to abide by the many restrictions that typically go along with lower commercial fares. Restrictions on discounted commercial fares usually include; non-refundability, change or cancellation fees, minimum or maximum stay requirements or extended calendar blackout periods. Additional exceptions to the use of the contract carrier are:

- a. Space or a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or
- b. The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours; or
- c. Rail service is available, and such service is cost effective and is consistent with mission requirements; or
- d. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.

6. If I have been authorized to use a business class fare, do I have to use the contract carrier?

Yes, the City Pair Program contracts are mandatory for coach and business-class service. If business-class service has been authorized in accordance with the JFTR, then use of contract business-class fares is mandatory.

7. What makes it the best value? Isn't it just low bid?

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

8. How is Quality of Service Evaluated?

A minimum service standard is set for each city-pair. This minimum applies to the number of flights per day in each direction (the range is between 2 and 8), a maximum of one connection, a maximum ground time (90 minutes domestic, 180 minutes international) and limits on circuitry (how far out of the way the carrier can take you.)

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

- a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.
- b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.
- c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, in order to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.
- d. Jet Service: This factor gives preference to jets over propeller aircraft. All these factors are weighed against price and a best value decision is made.

9. Why isn't every award for nonstop service?

Even though nonstop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service is awarded are as follows:

- There is no nonstop carrier for a specific route.
- The nonstop carrier did not offer on the city-pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.
- The nonstop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for our Federal traveler.

- The non-stop carrier has offered an unreasonably high price.
- The connect service carrier has offered a fare so low that it was the best overall value, even considering all the advantages of nonstop service.

10. Can't GSA make a carrier add nonstop service?

No. Even though the City-Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines business. Unless the commercial traffic warrants it, a carrier will not add a new route or improved service levels for the Government.

11. Can you require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (see paragraph 5, above, last exception listed).

***12. Can I use a contract fare for personal travel? What if the personal travel is being taken in conjunction with official government travel?**

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal. ***NOTE: Gov't funded travel to and from RAT leave locations and when ordered TDY while on leave is official travel and therefore contract fares may be used to and from this leave location (see JTR, pars. C4162 and C4440 for RAT).***

Example:

Travel authorization states the official travel itinerary as:

From: Atlanta, GA
To: San Francisco, CA and
Return to Atlanta, GA

City-pair one-way contract fare from Atlanta, GA, to San Francisco, CA, is \$251 with United Airlines. Round trip totals \$502.

For personal reasons, employee wants to go to Chicago for several days resulting in the following:

From: Atlanta, GA
To: Chicago, IL
From: Chicago, IL
To: San Francisco, CA and
Return to Atlanta, GA

Since the itinerary portion from Atlanta to Chicago and Chicago to San Francisco is for personal reasons, the traveler is not authorized to use the city-pair contract fares for these trip portions. Commercial fares are applicable to this trip portion with the maximum cost to the Government of \$251. The city-pair contract fare is applicable only to the trip portion from San Francisco, CA, to Atlanta, GA, with United Airlines at \$251.

****NOTE: The traveler is responsible for any additional costs when, for personal convenience, a circuitous route is used or the traveler interrupts a direct travel route (e.g., by taking an unauthorized overnight en route). Reimbursement in this case is limited to the transportation cost by a usually traveled direct route on an uninterrupted basis (e.g., \$502).***

13. Can I combine two contract fares to save money?

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

14. How do I know whether or not there is a contract fare?

Contract fares are identifiable because they normally carry the fare designator YCA. You can ask your Travel Management Center (TMC) or (Contracted) Commercial Travel Office (CTO) or check on the following city-pair website: <http://pub.fss.gsa.gov/citypairs/>.

15. Why does the Government have to pay the Airline Passenger Excise tax? Isn't it exempt from taxes?

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

16. I live in a city with multiple airports. What is the rule regarding what airport I must use when traveling on official Government business?

Travelers can use the airport which best suits their needs in cities with multiple airports, unless otherwise prohibited by their agency. Cities with multiple airports include, Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco and Washington, DC.

17. The Topic refers to a new program for FY02. If fares are booked "early" the Gov't receives a discount to the normal City Pairs Fare. But my question is: How early is early? Thank you!

We are encouraging the Government travelers to book their reservations as early as possible. Once you have decided that a trip is necessary, the reservation should be made. The earlier the reservation the better the chances are that you will receive the additional savings (capacity control fares).

For more information on GSA's Airline City Pairs Program, see the GSA website at <http://www.fss.gsa.gov/citypairs/>, or contact one of the following PoCs below. Phone access should be used *only* by those without access to the internet.

Ms. Linda L. Smith
Contract Specialist
(703) 305-7640

Ms. Andrea Dingle
Contracting Officer
(703) 305-6190

Mr. Thomas Uberto
Contracting Officer
(703) 305-7822

14. Both Spouses Below Grade E-6 Assigned to Sea Duty. The senior spouse of a member-married-to-member couple (both below grade E-6) is authorized a DLA if the spouses:

- a. *have no dependents,*
- b. are assigned simultaneously to permanent duty aboard ship(s),
- c. elect not to occupy assigned shipboard quarters, and
- d. occupy non-Government or family-type Government quarters ashore,

(73 Comp. Gen. 6 (1993)).

*15. Housing Moves at a PDS for Government Convenience. A partial DLA of \$544.96 (effective 1 January 2004) must be paid to a member who is ordered to occupy/vacate Government family-type quarters due to:

- (a) privatization,
- (b) renovation, or
- (c) any reason other than PCS.

NOTE: Partial DLA is not authorized for those local moves upon separation/retirement.

C. Special Categories DLA *Not* Authorized. DLA is ***not*** authorized in connection with a PCS:

1. from home or from PLEAD to first PDS unless the dependents actually move from the member's residence to the PDS or designated place in connection with the PCS;
2. from last PDS to home or to the PLEAD;
3. from last PDS in one period of service to first PDS in another period of service when there was no ordered PCS between those stations;
4. when the member does not relocate the household ***NOTE: Relocation of a household is not limited to HHG shipment. A member may relocate the household and not ship HHG or move dependents (e.g., A member with dependents who leaves the dependents in place, takes some personal belongings and moves to the new PDS has in fact relocated the household and the member may be eligible for a DLA if Government quarters are not available at the new PDS.)***; or
5. for a member with dependents, in connection with PCS travel performed under the conditions outlined in pars. U5203-B1a, U5203-B1b, U5203-B1c, U5203-B1d, U5203-B2a, U5203-B2b, U5203-B2c, U5203-B2e, U5203-B2f; and U5203-B3b.

D. Relocation of Household Incident to Alert Notification. A member with dependents,

1. who relocates the household incident to official alert notification,
2. but before PCS orders are issued, which provide for transfer to an OCONUS PDS to which dependent travel is not authorized under par. U5240-D,

is entitled to the DLA only when the PCS has been completed.

E. Entitlement when a Member Married to a Member Is Transferred to a New PDS. One DLA (at the rate payable to the senior member) is authorized to be paid to a member-married-to-member couple, assigned to family-type Government quarters, if both:

1. are without dependents, and
2. move to a new PDS.

Table U5G-3 is for a member, married to a member, who incident to a PCS disestablishes a household at one PDS and establishes a household at a new PDS.

*Table U5G-1

PRIMARY DLA RATES EFFECTIVE 1 JANUARY 2004		
Grade	Without Dependent Rate	With Dependent Rate
O-10	\$2,819.31	\$3,470.55
O-9	\$2,819.31	\$3,470.55
O-8	\$2,819.31	\$3,470.55
O-7	\$2,819.31	\$3,470.55
O-6	\$2,586.50	\$3,124.92
O-5	\$2,491.13	\$3,012.12
O-4	\$2,308.57	\$2,655.21
O-3	\$1,850.14	\$2,196.76
O-2	\$1,467.59	\$1,875.77
O-1	\$1,235.82	\$1,676.82
O-3E	\$1,997.82	\$2,360.87
O-2E	\$1,698.36	\$2,130.13
O-1E	\$1,460.42	\$1,968.07
W-5	\$2,345.49	\$2,562.91
W-4	\$2,082.94	\$2,349.59
W-3	\$1,750.67	\$2,152.68
W-2	\$1,554.78	\$1,980.40
W-1	\$1,301.44	\$1,712.72
E-9	\$1,710.68	\$2,255.24
E-8	\$1,570.15	\$2,078.85
E-7	\$1,341.45	\$1,930.14
E-6	\$1,214.26	\$1,783.48
E-5	\$1,119.93	\$1,603.99
E-4	\$974.29	\$1,603.99
E-3	\$955.83	\$1,603.99
E-2	\$776.36	\$1,603.99
E-1	\$692.28	\$1,603.99

*Table U5G-2

NOTE: These rates are **only** payable when a **second** DLA is paid IAW par. U5630-B6.

SECONDARY DLA RATES EFFECTIVE 1 JANUARY 2004		
Grade	Without Dependent Rate	With Dependent Rate
O-10	\$2,255.44	\$2,776.43
O-9	\$2,255.44	\$2,776.43
O-8	\$2,255.44	\$2,776.43
O-7	\$2,255.44	\$2,776.43
O-6	\$2,069.22	\$2,499.95
O-5	\$1,992.90	\$2,409.69
O-4	\$1,846.85	\$2,124.18
O-3	\$1,480.11	\$1,757.43
O-2	\$1,174.08	\$1,500.62
O-1	\$988.66	\$1,341.45
O-3E	\$1,598.26	\$1,888.70
O-2E	\$1,358.68	\$1,704.09
O-1E	\$1,168.34	\$1,574.45
W-5	\$1,876.38	\$2,050.32
W-4	\$1,666.36	\$1,879.68
W-3	\$1,400.52	\$1,722.15
W-2	\$1,243.82	\$1,584.31
W-1	\$1,041.17	\$1,370.16
E-9	\$1,368.53	\$1,804.20
E-8	\$1,256.13	\$1,663.06
E-7	\$1,073.15	\$1,544.12
E-6	\$971.43	\$1,426.77
E-5	\$895.96	\$1,283.20
E-4	\$779.44	\$1,283.20
E-3	\$764.67	\$1,283.20
E-2	\$621.09	\$1,283.20
E-1	\$553.81	\$1,283.20

PART H: LEAVE TRAVEL AND TRANSPORTATION

EFFECTIVE FOR COT TRAVEL STARTED ON OR AFTER 19 APRIL 2002

U7200 LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS (COT)

A. Entitlement. Eligible members and their eligible dependents, if any, are authorized the travel and transportation allowances authorized in Chapter 5, Parts B and C, for COT leave travel between authorized locations. Members and dependents may travel together or independently. ***NOTE: No cruise or tour packages.***

1. Eligible Members. An eligible member is one stationed OCONUS who is ordered to:
 - a. consecutive tour of duty at the same (old) PDS, or
 - b. make a PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:
 - (1) one of the tours is unaccompanied, or
 - (2) both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for the PDSs (ASD (FM&P) memo of 13 April 1988).
2. Eligible Dependents. An eligible dependent is one who:
 - a. is a dependent as defined in Appendix A (except a child described in item 8 of the definition) on
 - (1) the last day of the member's first tour at the old OCONUS PDS; or
 - (2) the effective date of the member's PCS order to the new OCONUS PDS; and
 - b. is command sponsored for both tours;
 - c. is/was (in the case of deferred leave travel and evacuated dependents) located at or in the vicinity of the member's old OCONUS PDS; and
 - d. accompanies the member during both tours.

NOTE: A command-sponsored dependent born during the COT leave deferral period is authorized COT leave travel.

3. Authorized Locations. The authorized locations listed below are official travel locations, and therefore available contract city pair fares ***may*** be used.
 - a. Travel between authorized locations is travel:
 - (1) between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS;
 - (2) from the old to the new OCONUS PDSs via an authorized destination; or
 - (3) between the new OCONUS PDS and an authorized destination, and return, if deferred IAW par. U7200-B.
 - b. An authorized destination is the member's HOR or an alternate authorized place to which travel is no more expensive than to the HOR. ***If travel to the selected alternate place is more expensive than travel to the HOR, the member is financially responsible for the additional cost unless travel to the more***

expensive alternate place is authorized/approved by the Secretarial Process. If the member travels to a more expensive alternate place (and the Secretarial Process has not authorized/approved travel to that destination) city pair fares are not authorized to that alternate place.

Example 1:

Member's PDS is in Germany and the HOR is Ames, Iowa.

No city pair to Ames, Iowa and least expensive unrestricted fare (incorporating some city pair fare connections) is \$1,200.

Member desires to utilize COT leave to Boston, MA.

City pair to Boston is \$1,400.

Least cost non-city pair fare to Boston is \$1,600.

Since travel to Boston, MA, is more expensive than travel to Ames, Iowa, the city pair fare may not be used to Boston. The member is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400). (The member is not responsible for the additional \$200 cost if travel to Boston, MA is authorized/approved by the Secretarial process making the city pair fare to Boston available.)

Example 2:

Member's PDS is in Germany and the HOR is Washington, DC.

City pair trip cost is \$980.

Member desires to utilize COT leave to St. Louis, MO.

City pair fare to St. Louis is \$840.

Since travel to St. Louis, MO, is less expensive than travel to the HOR in Washington, DC, the member is authorized city pair fare to St. Louis (\$840) NTE the \$980 cost to HOR.

c. A member and/or dependents may return to the old PDS at Government expense from an authorized destination to drive a POC to a new PDS.

d. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a designated place as prescribed in par. U5120-G.

e. When members and/or dependents are temporarily absent from the PDS and do not return before beginning COT leave travel, see pars. U5120-B and U5120-C (members) and U5218 (dependents).

Effective for all members in a deferred COT leave status on 2 December 2002 or members who become entitled to a COT leave travel on or after 2 December 2002

B. Scheduling. COT leave travel should occur between the OCONUS tours, in conjunction with PCS travel, if any.

1. Member's HOR in CONUS

a. PCS Travel through CONUS. A member whose HOR is in CONUS, and the member's dependents, who must travel through CONUS to get to the new PDS, may defer COT leave travel until after PCS travel is completed only if deferred COT leave travel is authorized/approved in accordance with Service regulations.

b. PCS Travel Not through CONUS. A member whose HOR is in CONUS, and the member's dependents, who do not travel through CONUS to get to the new PDS, may elect to defer COT leave travel until after PCS travel is completed. No Service authorization/approval is required.

2. Member's HOR OCONUS. The member may elect to defer COT leave travel.

*3. Deferred Travel. Unless deferred due to duty in a contingency operation, COT leave travel must be completed prior to the end of the new tour, otherwise the entitlement expires. The deferred COT leave travel may **not** be taken in connection with any other funded leave transportation program or travel entitlement.

Exception to Time Limit for Contingency Operation: If unable to travel before completing the new tour because of duty in connection with a contingency operation, the member (and eligible dependents) may defer travel until not more than one year after the contingency operation duty ends. In this case, the member is still entitled to leave travel from the new PDS (i.e., the PDS after departure from the OCONUS location from which deferred travel could not be taken) to an authorized location. The cost limitation for travel from this 'new' PDS and return is the cost from the PDS from which deferred travel could not be taken to the HOR and return.

C. Reimbursements

1. Member-procured Transportation

a. A member, directed to use Government or Government-procured transportation for the transoceanic portion of COT leave travel, who procures other transportation at personal expense, must not be reimbursed for the transoceanic travel. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

b. Reimbursement to a member not directed to use Government or Government-procured transportation who procures common carrier transportation at personal expense shall not exceed the Government or Government-procured transportation cost, as appropriate, for the official distance (see par. U5105-C).

c. When the Service concerned authorizes/approves POC use, a member is authorized to MALT PLUS under par. U5105-B.

2. Travel Status. A member is in a travel status (see par. U2200-B) during direct travel between authorized locations. For other travel undertaken for personal convenience, a member's travel status is limited to constructive period equal to that required for direct travel between authorized locations by available transportation.

3. No Entitlement. Travel and transportation is not authorized under this paragraph if a member elects:

a. 15 days leave and transportation, addressed under par. U7305, or

b. either of two other options available in lieu of transportation under the entitlement discussed under par. U7305, (i.e., cash, or 30 days leave without funded transportation (see DoDD 1327.5 at <http://www.dtic.mil/whs/directives/corres/html/13275.htm>)).

U7205 TRANSPORTATION IN PERSONAL EMERGENCIES

A. Transportation Authorization. Eligible members on emergency leave and eligible dependents with personal emergencies (as determined under DoDD 1327.5 (Leave and Liberty) <http://www.dtic.mil/whs/directives/corres/html/13275.htm>) for DoD Services and/or Service regulations (see par. U1010-B9) are authorized transportation between authorized locations. Each emergency leave traveler is authorized commercial air transportation between authorized locations if space-required Government transportation is not reasonably available. ***NOTE: Commanders must determine "reasonable availability" after considering frequency and scheduling of flights, and other relevant circumstances (including those personal to the member). See par. U7205-C for definition of "authorized location." The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply if Government transportation is reasonably available and not used.***

1. Reimbursement for transportation costs shall not exceed the cost of Government-procured commercial air transportation between authorized locations.

NOTE: Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation from PDS or home (or destination) to airport is not authorized.

2. For eligible dependents, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel not authorized under par. U5242-A incident to the burial of a deceased member.
3. Travel across CONUS is at Government expense if a member or dependent must transit the CONUS to reach the OCONUS emergency (leave) point.

B. Eligibility

1. Eligible Members. Eligible members are those:
 - a. on permanent duty OCONUS,
 - b. assigned to an OCONUS ship or unit operation, or
 - c. with OCONUS domiciles who are on permanent duty or initial training (or are described in par. U7125-A or U7125-B) in CONUS.

NOTE: Cadets/midshipmen are not eligible members for this transportation.

2. Eligible Dependents. Eligible dependents are those who:
 - a. are command sponsored and reside OCONUS with the member,
 - b. reside at an OCONUS location and for whom the member receives a station allowance, or
 - c. reside in CONUS and the member:
 - (1) is on permanent duty OCONUS, or
 - (2) has an OCONUS domicile and is on permanent duty in CONUS.
3. Domicile. As used in this paragraph, domicile is a member's HOR or place:
 - a. from which first called (or ordered) to active duty,
 - b. of first enlistment, or
 - c. of permanent legal residence.

A member's domicile is relevant to personal emergency transportation entitlement only if the member is stationed in CONUS. A dependent's domicile is not relevant.

C. Authorized Locations. Eligible members and dependents are authorized transportation from an originating location to a destination. They are authorized return transportation from the destination to the originating location or PDS, if transportation is provided to the destination under this paragraph. The authorized locations listed below (including those in par. U7205-C1b(3)) are official travel locations, and therefore available contract city pair fares ***may*** be available for use.

NOTE: Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation from PDS or home (or destination) to airport is not authorized.

NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

APPENDIX E

INVITATIONAL TRAVEL AUTHORIZATIONS

PART IV: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM

1. How does the program work?

First, GSA concentrates the Government's market share to make the most of the competition available. The Government traveler's responsibility is to use the contract carrier. The Government's delivery of market share drives the program. So, to ensure the fares stay favorable, we encourage Federal travelers to stick to the contract carrier.

Second, GSA works with other Government agencies to make sure that the Federal traveler's needs and concerns are fully met. This ensures that you have a good choice of convenient and timely flights.

Third, GSA works in partnership with the airline industry and respects their concerns. For example, because the fares are so attractive, the airlines insist that only Federal employees traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the Government rates. GSA understands and accepts this in order to bring you, the Federal Traveler, the Best Value in the Sky.

2. What are the advantages of the program?

- No advance purchases required,
- No minimum or maximum length of stay required,
- Fully refundable tickets and no charge for cancellations or changes,
- YCA seating not capacity controlled, (As long as there is a coach class seat on the plane, the traveler may purchase it),
- No blackout dates,
- Locked-in fares facilitate travel budgeting,
- 70% average savings over regular walk-up fares, and
- Fares are priced on one-way routes permitting agencies to plan multiple destinations.

3. Who can use it?

The City-Pair Program is so attractive that usage is strictly limited. There are a few exceptions, but in general, only Federal or military employees on official travel, may use the program with an appropriate form of payment (Government travel charge card or centrally-billed account or GTR).

4. Why can't contractors use it? It would save the government a lot of money!

GSA recognizes that contractors often sit next to Federal employees, work on the same projects as Federal employees, and travel with Federal employees. However, contractors are not Federal employees. All of the major airlines have made it clear to GSA that because the contract rates are so low and the terms so favorable, the airlines would drop out of the city-pair program rather than extend the contract rates to contractors. GSA has made the business decision not to jeopardize the program nor the \$2 billion savings it generates for taxpayers. ***GSA cautions agencies that the purchase of contract fare tickets on behalf of Government contractors is a misuse of the city-pair program and could jeopardize its future success.***

*5. Do I have to use the contract carrier? Won't any airline do?

Federal and military travelers on official business are required to use the contract carrier unless a specific exception

applies. This required use is the incentive necessary to obtain airline participation in the city-pair program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract.

Commercial airfares can be highly volatile, so an exception to the mandatory use requirement allows government travelers to take advantage of any low commercial fares offered by non-contract carriers, if the fares are also offered to the general public. Non-contract fares that are offered only to government travelers (sometimes called "DG" fares) are not included in this exception. Also, if the contract carrier for the particular market offers the lower fare, you still must use them, but at the lower fare. Travelers that use this exception would have to abide by the many restrictions that typically go along with lower commercial fares. Restrictions on discounted commercial fares usually include; non-refundability, change or cancellation fees, minimum or maximum stay requirements or extended calendar blackout periods. Additional exceptions to the use of the contract carrier are:

- a. Space or a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or
- b. The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours; or
- c. Rail service is available, and such service is cost effective and is consistent with mission requirements; or
- d. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.

6. If I have been authorized to use a business class fare, do I have to use the contract carrier?

Yes, the City Pair Program contracts are mandatory for both coach and business-class service. If business-class service has been authorized in accordance with the JFTR/JTR, then use of contract business-class fares is mandatory.

7. What makes it the best value? Isn't it just low bid?

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

8. How is Quality of Service Evaluated?

A minimum service standard is set for each city-pair. This minimum applies to the number of flights per day in each direction (the range is between 2 and 8), a maximum of one connection, a maximum ground time (90 minutes domestic, 180 minutes international) and limits on circuitry (how far out of the way the carrier can take you.)

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

- a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.
- b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.
- c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, in order to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.

d. Jet Service: This factor gives preference to jets over propeller aircraft. All these factors are weighed against price and a best value decision is made.

9. Why isn't every award for nonstop service?

Even though nonstop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service is awarded are as follows

- There is no nonstop carrier for a specific route.
- The nonstop carrier did not offer on the city-pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.
- The nonstop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for our Federal traveler.
- The non-stop carrier has offered an unreasonably high price.
- The connect service carrier has offered a fare so low that it was the best overall value, even considering all the advantages of nonstop service.

10. Can't GSA make a carrier add nonstop service?

No. Even though the City-Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines business. Unless the commercial traffic warrants it, a carrier will not add a new route or improved service levels for the Government.

11. Can you require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (see paragraph 5, above, last exception listed).

*12. Can I use a contract fare for personal travel? What if the personal travel is being taken in conjunction with official government travel?

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal. ***NOTE: Gov't funded travel to and from RAT leave locations and when ordered TDY while on leave is official travel and therefore contract fares may be used to and from this leave location (see JTR, pars. C4162 and C4440 for RAT).***

Example:

Travel authorization states the official travel itinerary as:

From: Atlanta, GA
To: San Francisco, CA and
Return to Atlanta, GA

City-pair one-way contract fare from Atlanta, GA, to San Francisco, CA, is \$251 with United Airlines. Round trip totals \$502.

For personal reasons, employee wants to go to Chicago for several days resulting in the following:

From: Atlanta, GA
To: Chicago, IL

From: Chicago, IL
To: San Francisco, CA and
Return to Atlanta, GA

Since the itinerary portion from Atlanta to Chicago and Chicago to San Francisco is for personal reasons, the traveler is not authorized to use the city-pair contract fares for these trip portions. Commercial fares are applicable to this trip portion with the maximum cost to the Government of \$251. The city-pair contract fare is applicable only to the trip portion from San Francisco, CA, to Atlanta, GA, with United Airlines at \$251.

****NOTE: The traveler is responsible for any additional costs when, for personal convenience, a circuitous route is used or the traveler interrupts a direct travel route (e.g., by taking an unauthorized overnight en route). Reimbursement in this case is limited to the transportation cost by a usually traveled direct route on an uninterrupted basis (e.g., \$502).***

13. Can I combine two contract fares to save money?

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

14. How do I know whether or not there is a contract fare?

Contract fares are identifiable because they normally carry the fare designator YCA. You can ask your Travel Management Center (TMC) or (Contracted) Commercial Travel Office (CTO) or check on the following city-pair website: <http://pub.fss.gsa.gov/citypairs/>.

15. Why does the Government have to pay the Airline Passenger Excise tax? Isn't it exempt from taxes?

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

16. I live in a city with multiple airports. What is the rule regarding what airport I must use when traveling on official Government business?

Travelers can use the airport which best suits their needs in cities with multiple airports, unless otherwise prohibited by their agency. Cities with multiple airports include, Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco and Washington, DC.

17. The topic refers to a new program for FY02. If fares are booked "early" the Gov't receives a discount to the normal City Pairs Fare. But my question is: How early is early? Thank you!

We are encouraging the Government travelers to book their reservations as early as possible. Once you have decided that a trip is necessary, the reservation should be made. The earlier the reservation the better the chances are that you will receive the additional savings (capacity control fares).

For more information on GSA's Airline City Pairs Program, see the GSA website at <http://www.fss.gsa.gov/citypairs/>, or contact one of the following PoCs below. Phone access should be used *only* by those without access to the internet.

Ms. Linda L. Smith
Contract Specialist
(703) 305-7640

Ms. Andrea Dingle
Contracting Officer
(703) 305-6190

Mr. Thomas Uberto
Contracting Officer
(703) 305-7822

***APPENDIX U**

AUTHORIZED REST AND RECUPERATION (R&R) LOCATIONS/DESTINATIONS

NOTE 1: See JFTR, par. U7300 (uniformed members) and JTR, par. C6750 (civilian employees) for regulations concerning Funded Rest And Recuperative (R&R) Leave Transportation.

NOTE 2: The footnoted locations are authorized R&R for specific missions only!

The following are authorized Rest and Recuperation (R&R) locations/destinations *for members of the Uniformed Services and for civilian employees:*

Authorized R&R Location	Command Region	Authorized OCONUS Destination	Authorized CONUS Destination	Re-certification Due Date
Afghanistan 2/	Central	Frankfurt, Germany and then to airport closest to leave point	APOD (Atlanta, Georgia Dallas/Fort Worth, Texas Los Angeles, California Baltimore, Maryland) and then to airport closest to leave point	30 September 2005
Albania	European	Frankfurt, Germany	Baltimore, Maryland	<i>31 March 2002</i>
Bahrain 2/	Central	Frankfurt, Germany and then to airport closest to leave point	APOD (Atlanta, Georgia Dallas/Fort Worth, Texas Los Angeles, California Baltimore, Maryland) and then to airport closest to leave point	30 September 2005
Bosnia-Herzegovina	European	Frankfurt, Germany	Baltimore, Maryland	<i>31 March 2002</i>
Croatia	European	Frankfurt, Germany	Baltimore, Maryland	<i>31 March 2002</i>
Djibouti 2/	Central	Frankfurt, Germany and then to airport closest to leave point	APOD (Atlanta, Georgia Dallas/Fort Worth, Texas Los Angeles, California Baltimore, Maryland) and then to airport closest to leave point	30 September 2005
Hungary	European	Frankfurt, Germany	Baltimore, Maryland	<i>31 March 2002</i>
Iraq 2/	Central	Frankfurt, Germany and then to airport closest to leave point	APOD (Atlanta, Georgia Dallas/Fort Worth, Texas Los Angeles, California Baltimore, Maryland) and then to airport closest to leave point	30 September 2005
Joint Task Force - South West Asia (JTF-SWA) 1/	Central	Frankfurt, Germany	Baltimore, Maryland	<i>31 December 2002</i>

Jordan 2/	Central	Frankfurt, Germany and then to airport closest to leave point	APOD (Atlanta, Georgia Dallas/Fort Worth, Texas Los Angeles, California Baltimore, Maryland) and then to airport closest to leave point	30 September 2005
Kuwait 2/	Central	Frankfurt, Germany and then to airport closest to leave point	APOD (Atlanta, Georgia Dallas/Fort Worth, Texas Los Angeles, California Baltimore, Maryland) and then to airport closest to leave point	30 September 2005
Kyrgyzstan 2/	Central	Frankfurt, Germany and then to airport closest to leave point	APOD (Atlanta, Georgia Dallas/Fort Worth, Texas Los Angeles, California Baltimore, Maryland) and then to airport closest to leave point	30 September 2005
Macedonia, Former Yugoslavia Republic of	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Montenegro	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Oman 2/	Central	Frankfurt, Germany and then to airport closest to leave point	APOD (Atlanta, Georgia Dallas/Fort Worth, Texas Los Angeles, California Baltimore, Maryland) and then to airport closest to leave point	30 September 2005
Pakistan 2/	Central	Frankfurt, Germany and then to airport closest to leave point	APOD (Atlanta, Georgia Dallas/Fort Worth, Texas Los Angeles, California Baltimore, Maryland) and then to airport closest to leave point	30 September 2005
Qatar 2	Central	Frankfurt, Germany and then to airport closest to leave point	APOD (Atlanta, Georgia Dallas/Fort Worth, Texas Los Angeles, California Baltimore, Maryland) and then to airport closest to leave point	30 September 2005
Saudi Arabia 2	Central	Frankfurt, Germany and then to airport closest to leave point	Atlanta, Georgia Dallas/Fort Worth, Texas Los Angeles, California Baltimore, Maryland and then to airport closest to leave point	30 September 2005
Serbia	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Slovenia	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002

Tajikistan 2/	Central	Frankfurt, Germany and then to airport closest to leave point	APOD (Atlanta, Georgia Dallas/Fort Worth, Texas Los Angeles, California Baltimore, Maryland) and then to airport closest to leave point	30 September 2005
United Arab Emirates 2/	Central	Frankfurt, Germany and then to airport closest to leave point	APOD (Atlanta, Georgia Dallas/Fort Worth, Texas Los Angeles, California Baltimore, Maryland) and then to airport closest to leave point	30 September 2005
Uzbekistan 2/	Central	Frankfurt, Germany and then to airport closest to leave point	APOD (Atlanta, Georgia Dallas/Fort Worth, Texas Los Angeles, California Baltimore, Maryland) and then to airport closest to leave point	30 September 2005
Yemen 2/	Central	Frankfurt, Germany and then to airport closest to leave point	APOD (Atlanta, Georgia Dallas/Fort Worth, Texas Los Angeles, California Baltimore, Maryland) and then to airport closest to leave point	30 September 2005

1/ Only for the mission of Operation Southern Watch.

2/ Only for those providing support to Operations ENDURING FREEDOM and IRAQI FREEDOM. Before 19 December 2003, the authorized destination was to the APOD only. Effective 19 December 2003 the authorized destination is to the APOD and then to the airport closest to the leave point.